

# VACANCY ANNOUNCEMENT

U.S. EMBASSY, STOCKHOLM

Date	Subject:	
<b>October 16, 2015</b>	<b>Vacancy Announcement – Political-Economic Assistant</b>	

**OPEN TO:** All interested candidates

**POSITION:** Political-Economic Assistant

**OPENING DATE:** October 16, 2015

**CLOSING DATE:** November 1, 2015

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*Ordinarily Resident (OR): SEK 429,990 p.a. (Starting salary)  
(Position Grade: FSN-9)

**LENGTH OF HIRE:** Permanent position

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Stockholm is seeking an individual for the position of Political-Economic Assistant in the Political-Economic Section.

## BASIC FUNCTION OF POSITION

Incumbent reports to the Economic Unit Chief. S/he advances the work of the Pol/Econ Section, either independently or working with the Pol/Econ Officers. S/he performs research and analysis, provides reporting (oral and written), and offers policy recommendations. S/he engages host government officials to advocate U.S. policy and ascertain host government views. S/he develops and maintains a wide range of contacts related to USG priorities and goals and is responsible for coordinating and leveraging USG official visits to promote U.S. objectives. S/he is also responsible for writing and updating a number of Congressionally-mandated reports.

## QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

### 1. Education:

A Bachelor's Degree in political science, international affairs, law, economics, public policy or development.

**2. Prior Work Experience:**

At least 3 years of experience in political science, international affairs, economic policy or public policy with a strong emphasis on research and analysis.

**3. Language requirement:**

Level 4 (Fluent) Speaking/Reading/Writing English is required.

Level 4 (Fluent) Speaking/Reading/Writing Swedish is required.

**4. Job Knowledge:**

A good understanding of the host country's political situation, economy, institutions, and operation. A good understanding of international institutions and the interdependencies on the global scene, especially focused on international development. Must have (or be capable of developing) contacts with relevant government officers and private companies.

**5. Skills and Abilities:**

Must have the ability to find creative solutions and willingness to collaborate with other Embassy sections. S/he has latitude to use own initiative on projects of her/his own, in addition to carrying out assigned tasks. Must be able to adapt to the Mission's priorities and goals. Is expected to provide independent analysis of info. obtained through official & public sources. Have strong writing & analytical skills. Ability to develop and maintain a range of contacts in relevant government offices and private circles

**SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a limited security clearance.

**SUBMIT APPLICATION TO**

Human Resources Office  
E-mail: [hrstockholm@state.gov](mailto:hrstockholm@state.gov)

**POINT OF CONTACT**

Human Resources Office  
Telephone: 08 783 55 44

**CLOSING DATE FOR THIS POSITION: November 1, 2015**

The U.S. Mission in Stockholm provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.